

## **Introduction**

Emergency procedures should be formalised to ensure that the appropriate reaction is entrenched throughout the business.

Emergency contact numbers must be displayed on notice board at all sites.

This procedure should be read together with the “Emergency Preparedness” document that is part of the Safety, Health and Environment Management System.

## **Classification of emergency incidents**

Possible emergency incidents include the following:

- Motor vehicle accident
- Assault of employee
- Injury on duty
- Armed robbery
- Explosion
- Flood
- Product failure
- Fraud
- Corruption
- Strikes
- IT hardware crash
- IT software malfunction due to virus infection
- Employees taken hostage
- Fire
- Contravention of competition law
- Political unrest
- Loss of mining licence
- Bomb threat
- Spill of chemicals and fuel

In the event that any of the possible emergency incidents result in the following then such incident should be classified as a catastrophe:

- Any incident where there is loss of life
- Any incident causing reputation risk to the company
- Loss of an entire production plant

## **Reaction to emergency incidents**

In the event of a catastrophe the following steps should be taken:

1. Advise site manager, regional manager and Chief Executive Officer (“CEO”) and provide details of the situation
  - If the CEO is not contactable then contact the Chief Financial Officer (“CFO”) and General Manager Human Resources.
2. CEO (or his nominee) will determine what actions should be taken which could include any of the following:
  - Deploying a task team to travel to the site and manage the incident
  - Setting up a communications centre
  - Engage the services of Keyter Rech to prepare press and investor releases
  - Engage the services of trauma counselling specialists

## **Contact numbers**

Contact numbers of key persons that should be involved in managing emergencies from a head office perspective are as follows:

<b>Contact person</b>	<b>Name</b>	<b>Cell phone</b>	<b>Office</b>
CEO	Andries van Heerden	082 804 7514	021 – 917 8841
PA	Lientjie Kuyk	083 882 1168	021 – 917 8853
CFO	Pieter de Wit	083 454 3658	021 – 917 8842
PA	Karien Botha	082 771 0986	021 – 917 8865
General Manager HR	Anton Gerber	082 444 0400	021 – 917 8847
Keyter Rech	Vanessa Ingram	083 307 5600	011 – 447 8656
Chairman of the board	Matie von Wielligh	083 264 6243	012 – 686 7146 012 – 686 7145
IT	Johan du Plessis	082 871 9423	021 – 917 8852
Group SHE manager	Letisha van den Bergh	082 210 1628	
Communications centre	Tyger Valley offices		021 – 917 8840

## **Communication**

The severity of the emergency incident will determine what communication should take place.

Communication with the following persons/organisation should be considered by the CEO:

- Board
- Management
- Employees
- Media
- Customers
- Suppliers
- DMR
- Department of Manpower
- Keyter Rech
- Unions

## **Post incident investigation**

A proper investigation should be done after any emergency incident and findings of the investigation, including corrective actions required, should be documented and forwarded to the CEO and other relevant management.

## **Effective date**

This procedure became effective on 1 February 2013.

**END.**